



Control Number: 50595



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Addendum StartPage: 0



Public Utility Commission of Texas

Employee Training Report

Required by 16 Texas Admin. Code § 25.97(d)

2020 MAY -1 AM 10:32
PUBLIC UTILITY COMMISSION
FILING CLERK

PROJECT NO. 50595

AFFECTED ENTITY: Brownsville Public Utilities Board

General Information

Pursuant to 16 Texas Admin. Code § 25.97(d)(2), not later than the 30th day after the date an affected entity finalizes a material change to a document or training program, the affected entity must submit an updated report. The first report must be submitted not later than May 1, 2020.

Instructions

Answer all questions, fill-in all blanks, and have the report notarized in the Affidavit.

Affidavit

A representative of the affected entity must swear to and affirm the truthfulness, correctness, and completeness of the information provided by attaching a signed and notarized copy of the Affidavit provided with this form.

Filing Instructions

Submit four copies (an original and three copies) of the completed form and signed and notarized Affidavit to:

Central Records Filing Clerk
Public Utility Commission of Texas
1701 N. Congress Avenue
P.O. Box 13326
Austin, Texas 78711-3326
Telephone: (512) 936-7180

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1. Provide a summary description of hazard recognition training documents you provide your employees related to overhead transmission and distribution facilities.

Below is a summary description of hazard recognition training documents that are provided to employees related to overhead transmission and distribution facilities. The documents are available in variety of media as noted.

BPUB Lineworker Apprentice Program - BPUB requires applicable employees to complete defined learning modules for advancement. Each hazard recognition concept for the module is addressed by internal / external classroom training, or, peer to peer learning (on-the-job training). A hard copy of the module and associated training is provided to each employee.

Internal Safety Meetings - BPUB electrical line crew departments conduct at least one safety meeting per month that focus on hazard recognition and tools and techniques necessary to mitigate hazards. Internal Safety Meetings incorporate a visual presentation and/or reference handout with examples. Attendance for these meetings is mandatory and tracked via sign-in sheet.

External Training - BPUB provides third party training to employees that focus on hazard recognition for various electric utility related work tasks. BPUB requires that each third party training recognizes (and covers) the importance of hazard recognition in establishing a safe work zone. Third party trainings provide visual presentations that are used as needed for future reference which in many cases include manuals outlining key concepts. Recent third party trainings were conducted by Shermco Industries and Texas Engineering Extension Service (TEEX).

Job Safety Analysis Process / Tailgate Safety Meetings - BPUB electrical line crews prepare, review and acknowledge Job Safety Analysis forms prior to performing work tasks. The Job Safety Analysis (JSA) process requires employees to consider hazards and mitigation measures for the specific work tasks prior to engaging in work and documenting them in writing. As apart of the JSA process, BPUB requires crews to conduct tailgate meetings for each work task. Site conditions / equipment may dictate updating JSA hazard mitigation measures, therefore, tailgate safety meetings are essential part of the JSA process and establishing a safe work zone. A copy of the JSA is kept with the department Manager and made available to all employees participating in work task completion. This documentation assists as a training and lessons learned tool for electric operations.

Safety Manual. BPUB has adopted and utilizes the 16th Edition of the APPA Safety Manual for all of its safety related training. This safety manual addresses hazard recognition and is based off of OSHA and NESC requirements.

NESC Handbook - Applicable employees have access to the latest NESC handbook for ease of reference.

2. Provide a summary description of training programs you provide your employees related to the National Electrical Safety Code for construction of electric transmission and distribution lines.

In order to perform their job functions, BPUB has provided NESC training to engineers, electrical management personnel, electrical crew supervisors and employees qualified to inspect electric transmission and distribution lines. Training was provided in-house by qualified staff. NESC compliance is incorporated in the adoption of BPUB construction standards, in the design, approval, construction and inspection phase of electric transmission and distribution line construction.

Initial Standards

BPUB complies with the NESC guidelines in all designs for construction of electric transmission and distribution lines. Each construction standard was reviewed by an internal standards review committee made up of staff engineers and experienced lineworkers. Once processed by the standards review committee, the standard is reviewed and approved by a Professional Engineer licensed in the state of Texas

Design and Approval

In addition, BPUB employees that design electric transmission and distribution lines are required to know and be able to apply the NESC guidelines in their designs. Designs for electric transmission and distribution are approved by a licensed Professional Engineer with knowledge (and training) of the NESC design guidelines.

Construction

Electrical crew management personnel, electrical crew supervisors and employees qualified to inspect transmission and distribution lines have received in-house, or, third party NESC training to qualify for the job function(s) they are performing.

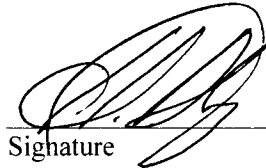
Annual NESC Training

With the recent adoption of rule 16 TAC §25.97, BPUB will require the aforementioned personnel to complete an annual two (2) hour NESC refresher course that will cover the below learning objectives. The NESC training will be provided by a qualified in-house instructor, or, by a third party. Course completion will be tracked for each employee each calendar year:

1. NESC Purpose
2. NESC Scope
3. NESC Application
4. NESC Parts (information organization)
5. Applicable Grounding Methods
6. Review of Safety Rules for Overhead Lines
7. Review of Clearance Tables for OH lines.

AFFIDAVIT

I swear or affirm that I have personal knowledge of the facts stated in this report or am relying on people with personal knowledge, that I am competent to testify to them, and that I have the authority to submit this report on behalf of the affected entity. I further swear or affirm that all statements made in this report are true, correct, and complete.


Signature

Eli Alvarez, PE
Printed Name

Area Manager
Job Title

Brownsville Public Utilities Board
Name of Affected Entity

Sworn and subscribed before me this 30th day of April, 2020
Month Year

Nelda G. Lopez
Notary Public in and For the State of

Texas

My commission expires on 4-5-2024

